

DIDD Application Process Checklist For Therapeutic Services

Nutrition and Orientation and Mobility Services Applicants

√	Step	Contact	Comments
	Obtain Application Packet www.tn.gov/didd		Click on <i>Provider Info</i> and then on <i>How to Become a Provider</i>
	Contact Regional Therapeutic Services Coordinator as needed	West – Marie Isbell 901-745-7633 Middle – Brad Herring 615-231-5443 East – Kandy Turner (865) 588-0508 (x130)	Call or set up a meeting as necessary to provide introduction to service provision and potential service needs (i.e. areas, services). If you are unable to reach the Regional Coordinator in a reasonable timeframe, you may contact the Central Office State Director for Therapeutic Services, Karen Wills at (615) 532-3063.
	Complete and return: <ul style="list-style-type: none"> DIDD Application and required attachments, W-9, and Disclosure form to: DIDDProvider.Application@tn.gov 	(615) 532-6530	You will be contacted if any necessary information is missing. DIDD will complete application processing.
	Receive your letter from DIDD indicating either tentative approval or denial of your application.	Karen Wills (615) 532-3063	If approved, a copy will go to the DIDD Central Office contracts division in order for a DIDD Provider Agreement to be executed.
	Prepare remaining required DIDD policies.		Refer to sample templates located on the DIDD website with application resources for assistance in developing required DIDD policies.
	Review DIDD Provider Agreement once received, sign all copies and return as instructed with any required documentation.	Julia Jinnette (615) 253-6817	

	<p>Refer to DIDD website for training calendar and register/attend mandatory orientation/training within specified time frames.</p> <p>Contact the Regional Therapeutic Services Team Coordinator to schedule orientation.</p>	http://www.tn.gov/didd/training/index.shtml	<p>Training can be initiated once the Provider Agreement has been executed and site codes assigned.</p>
	<p>Receive finalized DIDD Provider Agreement.</p>	<p>Julia Jinnette (615) 253-6817</p>	<p>Begin to market agency to Independent Support Coordination agencies. Contact information for these agencies can be found on the DIDD website. Click on Provider Info on the left side and scroll down to Provider Agencies.</p>
	<p>Central Office Administrative Services Department assigns provider number and site code for billing and notifies the Regional Office who notifies provider.</p>		<p>Once received and required training is completed, provider can take referrals for services.</p>